

January 24, 2008

Milton W. Brannon
President
Livingston Foundation, Inc.
171 17th St. N.W., Ste. 2100
Atlanta, GA 30363-1031
USA

Dear Milton W. Brannon, President:

Sopo Bicycle Cooperative is a community driven nonprofit agency that takes the lead in creating clean, affordable transportation for inner city Atlantans. I am writing to ask you to consider a proposal to increase our paid staff to include a Project Manager for our core program, the Repair Shop, so we can best meet the educational needs of our expanding community.

Our organization uses bicycle repair education as a method of creating transportation-based community development through our core program, the Repair Shop. Each week, the Repair Shop serves 100 people, all seeking opportunities to learn from and to teach each other. This is a 30% boost in activity since we hired our Executive Director in October 2007 and increased our hours of operation from 9 hours per week to 12. Our major goal is to maintain the Repair Shop as a high performing community education resource as the demand for our services continues to grow.

We believe our chances of accomplishing this goal will be improved by hiring a full time Project Manager who will oversee all shop operations and provide necessary support to shop participants. Your foundation has expressed a special interest in providing operational support for community development and education agencies in Atlanta, GA. We are committed to using bicycle repair education as a tool for community empowerment, and we believe that creating sustainable transportation is important community development work. We hope that you will give our project further consideration.

Other foundations, including the Fund for Southern Communities and the Thomas P. Waters Foundation, have pledged their cooperation. They agree that a major challenge for Sopo is our need to staff our organization. We are also seeking the support of the Sartain Lanier Family Foundation, Inc. and the Atlanta Foundation. We estimate the cost of hiring our Project Manager for her or his first year of paid service at \$40,000, of which \$10,000 will be provided by the cooperating agencies. We hope you will consider a proposal for the remainder of the needed funds.

Thank you for your time and consideration. I am available for further discussion via email at rachael@sopobikes.org or by telephone. I would greatly appreciate receiving a copy of your application guidelines and any instructions for preparing a completed proposal. A copy of our 501(c)(3) letter is enclosed.

Sincerely,

Rachael M. Spiewak, MSW
Executive Director
404-392-4597